

For information regarding the use of this form, see the Travel Manual, NRLINST 4650.18.

NAME OF TRAVELER (First, middle initial, and last)	CODE
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DIVISION

ITINERARY

DATE(S) OF TRAVEL	JOB ORDER ACCOUNT NUMBER
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PURPOSE OF TRAVEL

MODE OF TRANSPORTATION AND REIMBURSEMENT AUTHORIZED

- ☐ PRIVATE AUTOMOBILE, AS MORE ADVANTAGEOUS TO THE GOVT., @ \$ PER MILE.
- ☐ PRIVATE MOTORCYCLE, AS MORE ADVANTAGEOUS TO THE GOVT., @ \$ PER MILE.
- ☐ NO REIMBURSEMENT AUTHORIZED; TRAVEL AUTHORIZED IS PERMISSIVE, NOT COMPULSORY, AND IS CONSIDERED IN THE INTEREST OF THE GOVERNMENT. TRAVEL IN A DUTY STATUS IS AUTHORIZED.
- ☐ PASSENGER IN PRIVATE OR GOVERNMENT VEHICLE.
- ☐ GOVERNMENT VEHICLE.
- ☐ TAXICAB.
- ☐ OTHER (Specify):

PER DIEM IS NOT AUTHORIZED ON THESE ORDERS

SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL	DATE
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